

**CITY OF NEWTON, MASSACHUSETTS**

**PURCHASING DEPARTMENT**

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November 29, 2013

**ADDENDUM #1**

**INVITATION FOR BID #14-57**

**SAFETY SHOES / SHOEMOBILE SERVICE**

**THIS ADDENDUM IS TO: Amend provisions of Invitation for Bid #14-57, as follows:**

- 1. Section VII of the Form of Contract (IFB p.16) is amended to read in its entirety as follows:**

**VIII. AUTHORIZATION OF AND PAYMENT FOR SHOES SOLD.** The execution of this contract does not constitute a notice to proceed or authorization to perform work or make deliveries. City employees will be issued completed and signed Safety Shoe Authorizations substantially similar in form to Appendix C (Authorization), identifying the employee and the types and brands of shoe the employee is eligible to purchase. The employee will present the Authorization to the Contractor as payment for the type and brand of shoe the employee has selected from the list of shoes set forth in the attached Bid Form #15-57. The Contractor will be paid following delivery of documentation of all Authorizations accepted and shoes sold. The City will use best efforts to pay within thirty (30) days of receipt of an invoice for the delivered equipment, materials or supplies or acceptance of same whichever date is later.

- 2. Section 8 of the Specifications for Safety Shoes – FY 14 (IFB p. 24) is amended to read in its entirety as follows:**

8. Each City employee eligible to receive shoes under the City's shoemobile service program must submit to the Vendor a "Safety Shoe Authorization" sheet substantially similar to Appendix C. Each Authorization shall be signed by the employee's Department Head and identify the type and brands of shoe the employee is entitled to receive. Upon presentation of a proper Authorization, Vendor shall deliver the requested shoe to the employee. The Vendor shall invoice the City for all shoes sold and provide copies of all Authorizations to which the invoice relates. **City employees may only obtain the shoes as specified in the employee's Authorization. In addition, an employee may order another higher priced substitute brand of shoe meeting the same specifications as set forth in the employee's Authorization provided (1) the employee shall receive credit for the highest price shoe meeting those specifications, and (2) the employee pays to the Vendor the difference between the highest eligible Authorization price and substitute shoe price at the time of order. The City will only be responsible for the amount allowed in the Authorization; it will be the responsibility of the Vendor to collect any difference and the City will have no liability therefor.**

- 3. Appendix C (IFB p. 27) is deleted and the attached Appendix C substituted therefor.**

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.**

Thank you.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly stylized font.

Nicholas Read  
*Chief Procurement Officer*

## SAMPLE FORM

CITY OF NEWTON  
SAFETY SHOE AUTHORIZATION FORM

NEWTON MUNICIPAL EMPLOYEES ASSOCIATION  
(NMEA)

The following employee \_\_\_\_\_

of the \_\_\_\_\_ Division, Public Works Department has been approved for a new pair of safety Shoes.

\_\_\_\_\_  
Department/Division Head

\_\_\_\_\_  
Date

| WATERPROOF OR INSULATED SHOES AND BOOTS   |  |
|---|--|
| 1. Work Boot – 6" wheat –   |  |
| 2. Work Boot – 8" brown – waterproof with 600 grams of insulation   |  |
| 3. Work Boot – 8" brown – waterproof with 200 grams of insulation   |  |
| 4. Work Boot – 6" w/oil resistant out sole<br>Thinsulate 400 level of better moisture resistant,<br>traction sole |  |
| 5. Work Boot – 8" w/oil resistant outer sole<br>Thinsulate 400 level or better moisture resistant,<br>traction    |  |
| 6. Work Shoe – black waterproof hiker   |  |
| 7. Work Boot – 6" brown waterproof  |  |
| 8 . Work Boot – 6" black with TS-100 toe cap  |  |

| RUBBER SAFETY SHOE  |  |
|---|--|
| 1. Industrial Pac Rubber Bottom Cold Weather<br>Safety Boot traction sole |  |